



**JOB POSTING**  
**UNCLASSIFIED APPOINTMENT**  
**(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)**

<b>POSTING NUMBER:</b>	HR-0003	<b>ISSUE DATE:</b>	February 11, 2015
<b>TITLE:</b>	Program Specialist 3	<b>CLOSING DATE:</b>	February 16, 2015
<b>DIVISION / UNIT:</b>	Sandy Recovery Division	<b>SALARY RANGE:</b>	R26: \$64,677.09 - \$92,011.89
<b>LOCATION:</b>	Ocean County		
<b>POSITIONS:</b>	1	<b>DISTRIBUTION:</b>	DEPARTMENT

**DESCRIPTION OF MAJOR DUTIES:**

In the various Housing Recovery Centers directly supervise professional and/or technical staff engaged in program activities. Coordinate activities relative to scheduling and processing appointments for homeowners. Communicate issues and challenges within the various Housing Recovery Centers directly to the appropriate Sandy Recovery Division staff for resolution. Identify and communicate areas where training is required for staff within the various Housing Recovery Centers. Perform the more complex and sensitive professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and evaluation of various Sandy Recovery programs and services administered by the Sandy Recovery Division.

**REQUIREMENTS:**

**EXPERIENCE:**

Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE**

Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

**NOTE:** Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

**NOTE:** A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
HR#0003  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

*The New Jersey Department of Community Affairs is an Equal Opportunity Employer*